



## **ASSOCIATE/STAFF/SENIOR PROGRAMMER ANALYST (SERIES)**

**Exam Code: 0PB02**

This multi-level examination is for:

7500-1579-0PB02-01 ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)  
7500-1581-0PB02-02 STAFF PROGRAMMER ANALYST (SPECIALIST)  
7500-1583-0PB02-03 SENIOR PROGRAMMER ANALYST (SPECIALIST)  
7500-1584-0PB02-04 SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Department(s):	State Personnel Board/Statewide
Opening Date:	2/16/2010 8:00:00 AM
Final Filing Date:	Continuous
Type of Examination:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY - \$4,619.00 to \$7,465.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: **Click on the Exam link at the bottom of this bulletin.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

## SALARY INFORMATION

1579 ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)  
BASE SALARY RANGE: A 4619.00-5897.00

1581 STAFF PROGRAMMER ANALYST (SPECIALIST)  
BASE SALARY RANGE: A 5065.00-6466.00

1583 SENIOR PROGRAMMER ANALYST (SPECIALIST)  
BASE SALARY RANGE: A 5571.00-7109.00

1584 SENIOR PROGRAMMER ANALYST (SUPERVISOR)  
BASE SALARY RANGE: 5850.00-7465.00

## ELIGIBLE LIST INFORMATION

A Service-wide Open eligible list will be established. ***Candidates may only be tested once in a 6 month period.*** Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility expires 12 months after it is established.

Service-wide open lists may be used by all State departments or agencies.

## MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

### ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)

#### EITHER I

One year of experience in the California state service performing duties comparable to a Programmer II.

#### OR II

Eighteen months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibilities under general supervision to plan and develop programs to be processed on

information technology systems equipment, perform systems analysis, or systems programming work.

OR III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

**STAFF PROGRAMMER ANALYST (SPECIALIST)**

EITHER I

One year of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) or Associate Programmer Analyst (Supervisor).

OR II

Two years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include independent performance of programming and analysis work, lead of a programming team, or participation as a team member on projects of a very complex nature or broad scope.

OR III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

**SENIOR PROGRAMMER ANALYST (SPECIALIST)**  
**SENIOR PROGRAMMER ANALYST (SUPERVISOR)**

EITHER I

One year of experience in the California state service performing duties comparable to a Staff Programmer Analyst (Specialist) or Staff Programmer Analyst (Supervisor).

OR II

Two years of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) or Associate Programmer Analyst (Supervisor).

OR III

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibility as a project leader on complex applications, or resolution of complex information technology systems problems, and working independently as a technical specialist.

## POSITION DESCRIPTION

### ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)

Under general supervision, independently performs programming and analysis work, and/or acts as a leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope.

### STAFF PROGRAMMER ANALYST (SPECIALIST)

Under general supervision, acts as a project leader on complex applications, and/or on complex information technology system problems; and works independently as a technical specialist.

### SENIOR PROGRAMMER ANALYST (SPECIALIST)

Under general direction, acts as a project leader on the most complex applications, and/or on the most complex information technology system problems; and works independently as a high-level technical specialist.

### SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Under general direction, acts as a supervisor on the most complex applications.

## EXAMINATION INFORMATION

### Training and Experience Evaluation – Weighted 100%

The entire examination consists of an evaluation of Training and Experience Evaluation weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Evaluation. The Training and Experience Evaluation has been designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above what is minimally required.

[Click here to preview the Training and Experience Evaluation](#)

## KNOWLEDGE AND ABILITIES

**Associate Programmer Analyst (Specialist), Staff Programmer Analyst (Specialist), Senior Programmer Analyst (Specialist), Senior Programmer Analyst (Supervisor).**

### Knowledge:

1. Knowledge of general operating principles, capabilities, and limitations of information technology system equipment.
2. Knowledge of system development methodologies (e.g., Systems Development Lifecycle, Agile, Waterfall, Iterative).
3. Knowledge of various programming languages (e.g., JAVA, Assembler, COBOL, Natural, C, VB.Net).
4. Knowledge of database design principles and techniques to ensure organizational requirements are met.
5. Knowledge of principles and procedures of computer programming/application

development.

6. Knowledge of debugging/troubleshooting tools and techniques used to assess problems within a computer program/application.
7. Knowledge of general computer architecture (CPU, memory allocation, peripheral devices, I/O, etc.) in order to perform basic computer functions.
8. Knowledge of basic mathematical principles to define equations and manipulate variables.
9. Knowledge of basic algebraic principles to define equations and manipulate variables.

**Abilities:**

1. Ability to update and maintain computer programs/applications.
2. Ability to analyze business requirements and develop technical solutions.
3. Ability to determine the accuracy of various mathematical calculations and functions.
4. Ability to write technical reports to ensure processes performed are appropriately recorded.
5. Ability to utilize reusable application components to streamline development and improve consistency and maintainability.
6. Ability to write clearly and concisely using proper spelling, grammar, syntax and sentence structure.
7. Ability to adapt to changes in priorities, work assignments, and other interactions.
8. Ability to work on multiple projects and/or assignments concurrently.
9. Ability to work independently on projects or assignments without close supervision or detailed instructions to achieve intended results.
10. Ability to analyze information and situations, reason logically and creatively, and identify problems in order to draw valid conclusions and develop effective solutions.
11. Ability to verbally communicate information and ideas so others will understand.
12. Ability to develop and maintain constructive and cooperative working relationships.

**Additional Knowledge and Abilities for Staff Programmer Analyst (Specialist), Senior Programmer Analyst (Specialist) and Senior Programmer Analyst (Supervisor):**

**Knowledge:**

1. Knowledge of Information Technology (IT) techniques for sorting, searching, and querying data (e.g., Structured Query Language).
2. Knowledge of methodologies and standards for keeping sensitive data secure.
3. Knowledge of database security practices to protect the databases from unauthorized users.
4. Knowledge of application deployment methodologies to develop and perform necessary migration tasks (e.g., data conversion, software installation/instructions, migration plans, change and release management) to properly manage deployments.

**Abilities:**

1. Ability to interpret data models (e.g., Entity Relationship Diagrams) to develop an application.
2. Ability to design data models to meet system requirements.
3. Ability to apply creative thinking in the design and development of methods of processing data within information technology systems.

4. Ability to develop specific goals and plans to prioritize, organize, and accomplish work.

**Additional Knowledge and Abilities for Senior Programmer Analyst (Specialist) and Senior Programmer Analyst (Supervisor):**

**Knowledge:**

1. Knowledge of techniques used to design interfaces (e.g., Web Services, Geographical Information System, Online Mainframe Screens, Graphic User Interface).
2. Knowledge of technologies that support electronic publishing such as word processing software, spreadsheet software, presentation software, and database software.
3. Knowledge of usability standards and testing scenarios.

**Abilities:**

1. Ability to delegate work assignments at the appropriate level of responsibility.
2. Ability to develop work plans and other project management documents to monitor work projects.
3. Ability to actively listen to others to facilitate an open exchange of ideas and provide for effective communication.
4. Ability to monitor the work of staff to ensure that it meets agreed upon business requirements.

**Additional Knowledge and Abilities for Senior Programmer Analyst (Supervisor):**

**Knowledge:**

1. Knowledge of gap analysis techniques to identify deficiencies.
2. Knowledge of supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of staff.
3. Knowledge of Equal Employment Opportunity principles, regulations, and objectives to support equal employment opportunity policies and goals.
4. Knowledge of leadership practices and motivational techniques to maintain a productive work environment.
5. Knowledge of the progressive disciplinary process.
6. Knowledge of project management tools, techniques and methodologies

**Abilities:**

1. Ability to assess and identify staff training needs to improve staff competency and productivity.
2. Ability to lead and motivate staff to maximize productivity and accomplish objectives.
3. Ability to identify performance issues and opportunities for improvements in the system being supported.

## VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

## CONTACT INFORMATION

State Personnel Board  
Examination and Selection Services Section  
801 Capitol Mall  
Sacramento, CA 95814  
(866) 844-8671  
(TTY) (916) 654-6336

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience; and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.dpa.ca.gov/textdocs/specs/s1/s1579.txt>

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire

in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at [www.spb.ca.gov](http://www.spb.ca.gov) or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

#### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, once you click "Score My Exam," it will be instantly scored.**

**[Click here to access the Internet exam for ASSOCIATE/STAFF/SENIOR PROGRAMMER ANALYST \(SERIES\)](#)**